



# United States Forest Service

## Outreach Notice

Arapaho and Roosevelt National Forests - Pawnee National Grassland

**Outreach notice valid through April 4, 2014**

### Forest Administrative Officer, GS-301-12

**Duty Location:** Fort Collins, Colorado

**Organizational Unit:** Region 2 – Arapaho and Roosevelt National Forests and Pawnee National Grassland, Supervisor's Office. The Supervisor's Office oversees management of 5 ranger districts covering 1.5 million acres of National Forest and Grassland. The ARP is in northcentral Colorado and extends north to the Wyoming border, south of Interstate 70 to Mount Evans, west across the Continental Divide to the Williams Fork area and includes short grass prairie east of I-25. The mountain Ranger Districts are located in Fort Collins, Boulder, Idaho Springs, and Granby, Colorado. The Pawnee National Grassland office is located in Greeley, Colorado. The Supervisor's Office is located in Fort Collins, Colorado.

**Opportunity Type:** The Arapaho and Roosevelt NFs and Pawnee NG will soon be advertising for a permanent, full-time GS-301-12 Forest Administrative Officer.

**Primary Contact:** Hal Gibbs, Acting Deputy Forest Supervisor at [hdgibbs@fs.fed.us](mailto:hdgibbs@fs.fed.us) until March 23, 2014 and after that date Ron Archuleta, Deputy Forest Supervisor at [rarchuleta@fs.fed.us](mailto:rarchuleta@fs.fed.us).

**DUTIES:** Serves as the Administrative Officer for the Forest responsible for providing administrative and management service to support management activities. Serves as a member of the Forest leadership team and advises staff concerning all administrative operations on the unit. Serves as the primary resource for assessing needs and developing plans to meet the administrative and operational requirements of the forest. Serves as central point of contact for information on a variety of administrative functions, procedures and requirements on the forest. Determines the impact of new guidance and procedures provided by the regional office. Identifies key issues and develops operating procedures and guidance pertaining to administrative management operating practices. Advises forest management staff of the potential consequences of proposed actions, and

provides guidance and recommendations for making decisions.

**Fort Collins Community Information**

Additional Information about the Forests can be found at: <http://www.fs.fed.us/arnf/>

Information about Fort Collins Colorado can be found at: <http://www.ftcollins.com/>

More information can be found at <http://www.fcchamber.org/>

**HOW TO RESPOND IF INTERESTED:** If you are interested in this position, then complete the attached outreach response form and submit to Hal Gibbs at [hdgibbs@fs.fed.us](mailto:hdgibbs@fs.fed.us) or Ron Archuleta at [rarchuleta@fs.fed.us](mailto:rarchuleta@fs.fed.us) by close of business April 4, 2014.

Thank you for your interest in this position!

## OUTREACH RESPONSE FORM

ARAPAHO & ROOSEVELT NFs & PAWNEE NG

Forest Administrative Officer, GS-0301-12



NAME:

E-MAIL ADDRESS:

MAILING ADDRESS:

TELEPHONE NUMBER:

AGENCY EMPLOYED WITH: ☐ USFS ☐ BLM  OTHER

TYPE OF APPOINTMENT: ☐ PERMANENT ☐ TEMPORARY ☐ TERM  
☐ VRA ☐ PWD  OTHER

CURRENT:  REGION  FOREST  
 DISTRICT

CURRENT:  SERIES  GRADE

CURRENT:  POSITION TITLE

HOW DID YOU FIND OUT ABOUT THIS OUTREACH NOTICE?

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE  
ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES:

- ☐ SCHEDULE A (PERSON WITH DISABILITIES)
- ☐ VETERANS READJUSTMENT
- ☐ DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- ☐ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- ☐ FORMER PEACE CORPS VOLUNTEER
- ☐ PATHWAYS PROGRAM (STUDENTS AND RECENT GRADUATES)

Use the space below to identify special qualifications, interest, or additional information:

Respond by COB April 4, 2014; Email to [hdgibbs@fs.fed.us](mailto:hdgibbs@fs.fed.us) or [rarchuleta@fs.fed.us](mailto:rarchuleta@fs.fed.us) 970-295-6602